INDEX

2

INDEX

ABANDONED AND JUNK VEHICLES

Abandonment, 96.03

Complaint of property owner, 96.07

Definitions, 96.02

Exceptions, 96.08

Financial responsibility, 96.04

Notice and disposal, 96.06

Procedures and notice requirements, 96.05

Role of Town Marshal, 96.01

Time, 96.11

Towing charges, 96.09

Towing contracts, 96.10

ANIMALS

Control over animals, 94.02

Definitions, 94.01

Disposition of impounded dogs, 94.05

Impounding of dogs, 94.03

Notice to owner; redemption, 94.04

Quarantine of biting dogs, 94.06

Regulations

Abandonment of animals, 94.21

Confinement of certain dogs and other animals, 94.23

Control measures regarding barking, biting and damage, 94.20

3

Muzzling dogs, 94.24

Running at large, 94.22

BICYCLES

Attaching to vehicles, 74.05

Carrying articles, 74.04

Operating a bicycle, 74.02

Riding on roadways and bikepaths, 74.03

Traffic laws to apply, 74.01

BILLBOARDS (See SIGN AND BILLBOARD REGULATIONS)

BUILDING REGULATIONS

Building Code adopted by reference, 150.01

Location of Building Code, 150.03

Role of Clerk-Treasurer and Town Board, 150.05

Uniform address numbering system established, 150.04

Updating building regulations, 150.02

BUSINESS LICENSING

Automobile

Police accident report fees, 110.030

Vehicle inspection fees, 110.031

Charge for presentment of a returned check or draft, 110.001

Copying fee, 110.002

Licenses

Applications, 110.016

Authority to license, 110.015

Duration and inspections, 110.018

Fees and suspensions, 110.019

Granting of licenses; denials, 110.017

Outdoor advertising display and sign fees, 110.003

Outdoor Theaters, Carnivals and Street Fairs

License fee. 110.082

License required, 110.081

Location restrictions, 110.080

Refusal to issue license, 110.084

Transfer of license, 110.083

Town Council approval required for cable television franchise, 110.004

Town fees, 110.005

Trades, Businesses and Professional Licensing

Appeal and review, 110.052

Application for license, 110.046

Date and duration of license, 110.048

Issuance of license, 110.047

License certificate to be displayed, 110.050

License not transferable, 110.049

Licenses required to engage in certain trades, businesses or professions, 110.045

Revocation or suspension, 110.051

CARNIVALS (See BUSINESS LICENSING)

CEMETERIES

Cemetery proceeds, 92.04

Deeds, 92.08

Establishment of Cemetery Fund, 92.01

Fees for burial sites, 92.02

Grounds and maintenance, 92.09

Lot requirements, 92.05

Niche towers, 92.30

Payment and collection of set fee for grave sites, 92.03

Penalty, 92.99

Regulations

Alcohol prohibited in cemetery, 92.25

Conduct requirements, 92.24

Cremation remains, 92.29

Dumping on cemetery property prohibited, 92.21

Firearms restricted, 92.26

General, 92.20

Interment, 92.22

Permit required; fees, 92.27

Speed limit in cemetery, 92.23

Surface vaults, 92.28

Role of Town Council, 92.06

Specifications, 92.07

CODE OF ORDINANCES; GENERAL PROVISIONS

Application to future ordinances, 10.03

Construction of code, 10.04

Errors and omissions, 10.09

General penalty, 10.99

Interpretation, 10.02

Limitation periods, 10.12

Ordinances unaffected, 10.13

Ordinances which amend or supplement code, 10.14

Preservation of penalties, offenses, rights and liabilities, 10.16

Reasonable time, 10.10

Reference to offices; name designations, 10.08

Reference to other sections, 10.07

Repeal or modification of code section, 10.11

Rules of interpretation; definitions, 10.05

Section histories; statutory references, 10.15

Severability, 10.06

Title of code, 10.01

Town seal, 10.17

COMPREHENSIVE PLAN

Overall objective and policies, 154.01 Prior plan, reports and studies, 154.02

CURFEW

Children 15 through 17 years of age, 130.30 Child less than 15 years of age, 130.31 Defenses, 130.34 Establishment operator responsibility, 130.33 Parental responsibility, 130.32 Penalty, 130.99

ECONOMIC DEVELOPMENT, DEPARTMENT OF

Appointment of Commissioners and term, 33.03 Creation, 33.01 Economic Development Commission to oversee, 33.02 Powers and duties, 33.05 Replacement of Commissions; compensation, 33.04

FAIR HOUSING

Definitions, 90.02

Discrimination in residential real estate related transactions, 90.05

Discrimination in the provision of brokerage services, 90.06

Discrimination in the sale or rental of housing, 90.04

Enforcement, 90.10

Exemptions, 90.09

Interference, coercion or intimidation, 90.07

Policy statement, 90.01

Prevention of intimidation in fair housing cases, 90.08

Unlawful practice, 90.03

FINANCE AND PURCHASING

Budget Procedures

Preparation of budget estimates, 35.01

Revising appropriations, 35.03

Tax rate and annual appropriations, 35.02

Financial Administration

Appropriation required for disbursements, 35.16

Issue and sale of bonds, 35.15

Issue of warrants, 35.17

Payment of claims, 35.18

Funds Éstablished

Cumulative Fire and Police Equipment Fund, 35.32 Law Enforcement Continuing Education Fund, 35.33

FINANCE AND PURCHASING (Cont'd)

Funds Established (Cont'd)

Local Road and Street Fund (LRS), 35.34

Major Moves Construction Fund, 35.41

Miscellaneous Fund continued, 35.37

Motor Vehicle Highway Fund (MVH), 35.35

MS4 Fund, 35.42

Municipal individual retirement account program, 35.30

Nonreverting Capital Fund of the Bristol Park and Recreation Department, 35.31

North State Road 15 Fund, 35.43

Police Equipment and Acquisition and Replacement Fund, 35.38

Rainy Day Fund, 35.39

Storm Water Utility Fund, 35.40

South State Road 15 Fund, 35.43

Town Marshal's Incident Report Account, 35.36

Purchasing

Purchase of services, 35.53

Purchase of supplies less than \$25,000, 35.52

Purchases between \$25,000 and \$75,000, 35.54

Purchasing agency, 35.50

Purchasing agents, 35.51

FIRE DEPARTMENT

Authority to establish a Fire Department, 34.21

Contractual agreements for fire services, 34.20

FIRE PREVENTION

Burning on streets and alleys prohibited, 93.02

Burning restricted, 93.01

Extinguishing fires, 93.03

FIREWORKS

Blasting permit, 93.23

Consumer fireworks, 93.26

Definitions, 93.20

Fireproofing certain buildings, 93.25

Fireworks display; certificate of insurance, 93.21

Penalty, 93.99

Storage of explosives, 93.22

Storage of flammables, 93.24

FLOOD DAMAGE PREVENTION

Basis of elevators, 151.03

Building Commissioner to review permits, 151.01

Notification to DNR requested, 151.04

FLOOD DAMAGE PREVENTION (Cont'd)

Other permit required, 151.05

Requirements for mobile home parks and subdivisions, 151.02

Utility, 151.06

GARAGE SALES (See NUISANCES)

GOLF CARTS

Definitions, 77.01

Financial responsibility proof, 77.04

Occupants, 77.07

Operation of, 77.02

Operator, 77.03

Parking, 77.12

Penalty, 77.99

Place of operation, 77.06

Registration and inspection fee, 77.13

Safety equipment, 77.11

Slow moving vehicle sign, 77.09

Speed limit, 77.10

Time of operation, 77.05

Traffic rules, 77.08

ITINERANT MERCHANTS (See PEDDLERS, ITINERANT MERCHANTS AND SOLICITORS)

JUNK VEHICLES (See ABANDONED AND JUNK VEHICLES)

LICENSES (See BUSINESS LICENSING)

LITTER AND DUMPING REGULATIONS (See also NUISANCES)

Dumping of trash prohibited, 95.32

Hauling loose material, 95.27

Litter on private property, 95.31

Merchants and occupants to keep sidewalks free of litter, 95.29

Posting notices, 95.30

Sweeping litter into gutters, 95.28

Throwing litter from vehicle, 95.25

Tracking foreign matter on streets, 95.26

NOISE (See also NUISANCES)

Enumeration of certain prohibited acts, 95.76

Exemptions, 95.77

Loud and unnecessary noise prohibited, 95.75

NUISANCES

Abatement procedure, 95.90

Authority to regulate air and sound, 95.02

Authority to regulate public gatherings, 95.03

Certain conditions declared a nuisance, 95.06

Common law and statutory nuisances, 95.05

Definitions, 95.04

Enforcement; abatement and appeal procedures

Abatement procedure; private real property, 95.90

Non-private real estate violation and general violations, 95.91

Garage, porch, patio and yard sales, 95.09

Nuisance created by others, 95.07

Parking restrictions, 95.80

Restrictive Covenants and Conditions

Real estate developments, 95.92

Removal of ice and snow, 95.08

Town's authority to regulate, 95.01

Tree Trimming

Obstruction of street lights prohibited, 95.61

Restricted by sidewalks, 95.60

Weeds and rank vegetation (See WEEDS)

OFFENSES AGAINST PUBLIC HEALTH, ORDER AND DECENCY, 130.01

ORDINANCE VIOLATIONS BUREAU

Bureau established, 36.01

Offenses filed with Bureau, 36.02

Penalties, 36.02

Violations Clerk, 36.01

OUTDOOR THEATERS (See BUSINESS LICENSING)

PARADES (See also BUSINESS LICENSING)

Alternative permit, 110.106

Appeal procedure when permit denied, 110.105

Application for permit; application fee, 110.102

Contents of permit, 110.108

Definitions, 110.100

Duties of permittee, 110.109

Notice of rejection of permit, 110.104

Notice to town and other officials when permit issued, 110.107

Permit required, 110.101

Public conduct during parades, 110.110

Revocation of permit, 110.111

Standards for issuance of permit, 110.103

PARKING (See also TRAFFIC)

All-night parking on street prohibited, 72.06

Display of parked vehicle for sale, 72.11

Limitations on stopping and parking; no signage required, 72.03

Manner of parking, 72.02

Obstructional parking; double parking, 72.01

Owner responsibility, 72.09

Parking in parks, 72.10

Parking on off-street facility, 72.08

Parking on parade route prohibited, 72.07

Parking regulations on Kesco Drive, Chapter 76, Schedule II

Parking restricted to allow street cleaning, 72.05

Parking restrictions, 95.80

Removal of parked vehicles, 72.12

Restrictions and prohibitions where signage is erected, 72.04

Snow Emergencies

Announcement of snow emergency, 72.25

Snow emergency routes, 72.27

Termination of emergency, 72.26

Specific areas where parking is prohibited, Chapter 76, Schedule I

PARKS AND RECREATION

Administration of parks and recreation programs, 91.02

Authority to operate, 91.01

Park Board

Creation, 33.20

Powers and duties, 33.22

Rules and regulations, 33.23

Staggered terms for Park Board members, 33.21

Parking in parks, 91.05

Regulations for Hermance Pavilion, 91.04

Rental fees and cleaning deposit for pavilions and bandstands, 91.03

PEDDLERS, ITINERANT MERCHANTS AND SOLICITORS

Appeal procedure, 111.07

Application procedure, 111.03

Definitions, 111.01

Exhibition of licenses and badges, 111.09

License requirements; fees, 111.02

Revocation procedure, 111.05

Service of process, 111.08

Standards for issuance, 111.04

Standards for revocation, 111.06

Transfer of license, 111.10

Index 10A

PERSONNEL POLICIES AND PROCEDURES, 32.02 (See also TOWN POLICIES)

POLICE RESERVES

Appointment and removal of police reserves, 34.02

Assignments by Town Marshal, 34.07

Compensation and other benefits, 34.04

Police reserve unit established, 34.01

Powers and rules, 34.03

Preservation of public peace and order, 34.08

Probationary period and other restrictions, 34.05

Uniforms and equipment, 34.06

PRECIOUS METAL DEALERS (See also BUSINESS LICENSING)

Bond, 110.069

Definitions, 110.065

License application, 110.066

Record keeping, 110.067

Regulations of transactions, 110.070

Retention period of items, 110.068

PURCHASING (See FINANCE AND PURCHASING)

REDEVELOPMENT, DEPARTMENT OF

Redevelopment Commission, 33.30

RESISTING OFFICIAL ACTION, 130.02

SEWERS (See also UTILITIES; WATERWORKS)

Administration, 52.002

Construction of Sewers and Appurtenances

Altering public sewer, 52.045

Building excavations, 52.055

Connection of building sewer, 52.053

Elevation of building sewer, 52.051

Installation and connection expenses, 52.047

Old building sewers, 52.049

Public sanitary sewer connections, 52.052

Separate sewer for every building, 52.048

Sewer permits, 52.046

Size, slope and alignment, 52.050

Supervision of connections, 52.054

Destroying or tampering with municipal sewage works equipment, 52.012

Dilution, 52.010

General prohibitions, 52.003

Industrial wastes, 52.011

Local limits, 52.008

National categorical pretreatment standards, 52.006

Pollutants, 52.005

Pretreatment of Wastewater

Accidental discharge/slug control plans, 52.073

Additional pretreatment measures, 52.071

Hauled wastewater, 52.072

Industrial user inventory, 52.077

Pretreatment charges and fees, 52.076

Pretreatment facilities, 52.070

Sample manhole requirements, 52.074

Tenant responsibility, 52.075

Private Sewage Disposal

Compliance with State Board of Health, 52.028

Connecting building sewer to public sewer, 52.032

Connecting building sewer to private sewage disposal system, 52.025

Connecting private sewage disposal system to public sewer, 52.029

Director to inspect installation, 52.027

Maintenance of private sewage disposal facilities, 52.030

Noninterference with additional requirements, 52.031

Written permit to be obtained; application; inspection fee, 52.026

Purpose and policy, 52.001

2008 S-3

12 Bristol - Index

SEWERS (Cont'd)

Rates and Charges

Additional charges, 52.149

Adjustments for fire protection, 52.150

Basis of charges, 52.141

Bylaws and regulations, 52.155

Connection charge, 52.152

Local and lateral sewers, 52.153

Measurements by town, 52.148

Monthly billings, 52.154

Monthly sewage billing chart for sewer only users, 52.143

Owner's responsibility for payment, 52.140

Revenues of sewage works, 52.146

Review of fees, 52.145

Role of town, 52.147

Service rates to town, 52.151

Sewage rates for additional properties, 52.144

Sewage rates schedule, 52.142

Surcharge fees for conventional pollutants, 52.156

Reporting Requirements

Analytical requirements, 52.124

Baseline monitoring reports, 52.115

Compliance schedule progress reports, 52.116

Determination of noncompliance, 52.127

Notice of violation; repeat sampling and reporting, 52.122

Notification of discharge of hazardous wastes, 52.123

Periodic compliance reports, 52.118

Record keeping, 52.128

Reports from unpermitted users, 52.121

Reports of changed conditions, 52.119

Reports of potential problems, 52.120

Reports on compliance with categorical pretreatment standard deadline, 52.117

Right of entry; inspection and sampling, 52.129

Sample collection, 52.125

Timing, 52.126

Right of revision, 52.009

Specific prohibitions, 52.004

State pretreatment standards, 52.007

Wastewater Discharge Permit

Application signatories and certification, 52.095

Existing connections, 52.092

New connections, 52.093

Permit application contents, 52.094

Permit contents, 52.098

SEWERS (Cont'd)

Wastewater Discharge Permit (Cont'd)
Permit decisions, 52.096

Permit duration, 52.097

Permit modification, 52.099

Permit reissuance, 52.102

Permit revocation, 52.101

Permit transfer, 52.100

Regulation of waste received from other jurisdictions, 52.103

Wastewater analysis, 52.090

Wastewater discharge permit requirements, 52.091

SIDEWALKS (See STREETS AND SIDEWALKS)

SIGN AND BILLBOARD REGULATIONS

Definitions, 152.02

Exemptions, 152.03

catiof S"ã "p

STORM WATER

Penalty, 53.99

Storm Water Management and Regulations

Conduct regulated, 53.05

Definitions, 53.03

Enforcement, 53.08

Monitoring of discharges, 53.06

Notification of spills, 53.07

Purpose and policy, 53.04

Storm water management, 53.02

Storm water utility adopted by reference, 53.01

Storm Water User Fees

Appeals of ERU determination, 53.40

Collection of user fees, 53.39

Definitions, 53.35

Rate structure and calculation, 53.38

Storm water rates, 53.37

Storm water user fee, 53.36

Storm water utility fund, 53.41

Uniform Requirements for Post Construction Storm Water Management

Adoption of State Erosion and Sediment Control Manual, 53.24

Definitions, 53.20

Enforcement, 53.23

General provisions, 53.21

Post construction compliance requirements, 53.22

STREET FAIRS (See BUSINESS LICENSING)

STREETS AND SIDEWALKS

Construction Standards for Streets and Roads

Curbs and gutters, 97.02

Sidewalks; disability accessibility requirements, 97.04

Standards, 97.03

Width and content, 97.01

Excavations and Construction Regulations

Application and cash deposit, 97.21

Barriers around excavations, 97.23

Materials on street or sidewalk, 97.28

Opening permit required, 97.20

Restoration of pavement, 97.22

Sidewalk construction, 97.25

Street and sidewalk obstruction, 97.27

Unloading on street, sidewalk, 97.26

Warning lights, 97.24

SUBDIVISION AND ZONING CODE

Adoption of county ordinances, 155.03

Authority for subdivision regulations, 155.02

Authority for zoning regulations, 155.01

Designation of County Plan Commission as Municipal Plan Commission, 155.04

Laying out construction, opening of streets in subdivisions, 155.07

Legislative functions reserved to town, 155.05

Procedures for platting of subdivisions, 155.06

TAXICABS (See BUSINESS LICENSING)

All drivers to be licensed, 112.07

Application for license, 112.03

Definition, 112.01

Displaying rates; excessive charges, 112.06

Issuance of license, 112.04

Renewal of license, 112.09

Suspension or revocation of license, 112.08

Taxicab stands, 112.05

Taxicab; license fee, 112.02

Vehicle inspection; requirements, 112.10

TOWN CLERK-TREASURER

Authorized agent in PERF fund, 31.06

Clerk of the Town Council, 31.05

Compensation, 31.03

Deputies of Clerk-Treasurer, 31.04

Powers and duties, 31.02

Right to hire attorney, 31.07

Term of office, 31.01

TOWN GOVERNMENT

Designation of legislative body and town executive, 30.04

Establishing primary elections for city office candidates, 30.05

Establishment of whole town as a single legislative district, 30.01

Staggered terms of office for Town Council, 30.03

Town Council

Amending ordinances, 30.26

Compensation of the Town Council, 30.23

Majority vote; two-thirds vote, 30.19

Order of business at Council meetings, 30.27

Powers and duties, 30.17

President of the Town Council, 30.16

Publication, 30.20

Quorum, 30.18

TOWN GOVERNMENT (Cont'd)

Town Council (Cont'd)

Recording ordinances, 30.21

Regular and special meetings of the Town Council, 30.25

Residency, 30.15

Rules of order, 30.22

Town Clerk-Treasurer authorized to break ties, 30.24

Town Council to be elected at large, 30.02

TOWN MANAGER

Acting Town Manager, 31.24

Disciplinary restrictions placed on Town Manager, 31.26

Employment of Town Manager authorized; term, 31.20

Joint employment of a Town Manager, 31.25

Powers and duties of Town Manager, 31.23

Qualifications and bond requirements, 31.21

Town Manager prohibited from issuing warrants, 31.22

TOWN MARSHAL

Additional positions held by Town Marshal, 31.43

Appointment and compensation, 31.40

Deputy Marshals and the Humane Officer, 31.44

Powers and duties, 31.42

Removal and/or discipline, 31.41

TOWN POLICIES

Agent for federal assistance application, 32.04

Compensation of officers and employees, 32.03

Food per diem and mileage rate, 32.07

Membership in Elkhart County Public Safety Communications Systems District, 32.06

National Incident Management System, 32.08

Organizational chart, 32.01

PERF Retirement Fund enlarged, 32.05

TRAFFIC (See also PARKING)

Authority for enforcement, 70.04

Authority to erect signs, 70.06

Definitions, 70.01

Powers and duties of Police Department/Town Marshal, 70.03

Regulations

Backing vehicles, 71.03

Left turns, 71.05

Load limitations, Chapter 75, Schedule IV

No passing zones, Chapter 75, Schedule VI

No through truck zones, Chapter 75, Schedule VII

TRAFFIC (Cont'd) Regulations (Cont'd) Obstructing traffic, 71.01 Reverse or U turns, 71.02 Speed limits, Chapter 75, Schedule III Stop intersections, Chapter 75, Schedule I Temporary signs, Chapter 75, Schedule V Vehicles crossing sidewalks, 71.04 Yield signs, Chapter 75, Schedule II Required obedience to traffic directions, 70.02 Temporary regulations, 70.05 Traffic-Control Devices Defective devices, 70.25 Establishment and maintenance of traffic-control devices, 70.21 Interference with signals, 70.23 Obedience to signals, 70.22 Signal legends, 70.20 Temporary control of devices, 70.26 Unauthorized signals or markings, 70.24

TREE TRIMMING (See NUISANCES)

UTILITIES (See also SEWERS; WATERWORKS)

Authority to establish utility service, 50.01

Authority to establish waterworks, 50.02

Authority to regulate the disposal of sanitary sewage, 50.03

Compliance monitoring procedures, 50.05

Data management, 50.06

Definitions and abbreviations, 50.04

Enforcement Remedies

Administrative fines, 50.43

Cease and desist orders, 50.42

Civil penalties, 50.47

Compliance orders, 50.41

Contractor listing, 50.54

Emergency suspensions, 50.44

Informant rewards, 50.53

Injunctive relief, 50.46

Liability insurance, 50.50

Notification of violation, 50.40

Performance bonds, 50.49

Public nuisances, 50.52

Remedies nonexclusive, 50.48

Termination of discharge, 50.45

Water supply severance, 50.51

UTILITIES (Cont'd)

Identification of violations, 50.07

Tracking system, 50.08

Utility Funds

Investment of Funds, 50.24

Meter Deposit Fund, 50.30

Operation and Maintenance Account, 50.27

Operation and Maintenance Fund, 50.21

Sewage Works and Revenue Funds, 50.20

Sewage Works Improvement Fund, 50.23

Sewage Works Sinking Fund, 50.22

Special Waterworks Utility Fund Account, 50.29

Waterworks and Construction Fund, 50.25

Waterworks Bond and Interest Sinking Fund Account, 50.28

Waterworks Utility Fund, 50.26

WATERWORKS (See also SEWERS; UTILITIES)

Base winter estimate for water billings, 51.07

Collection or deferred payment charge, 51.09

Hydrant rental, 51.04

Local or lateral water mains or lines, 51.12

Metered water rates and charges, 51.01

Minimum water charges, 51.02

Monthly billing charts for 40,000 gallons or more, 51.05

Rates for sprinkler systems and public drinking fountains, 51.06

Shut-off and turn-on charge, 51.10

Sprinkling rates, 51.08

Tapping fees and meter deposit, 51.03

Temporary users, 51.11

WEAPONS

Definitions, 130.20

Exceptions, 130.22

Shooting of firearms prohibited, 130.21

WEEDS (See also NUISANCES)

Notice to remove, 95.46

Removal costs, 95.47

Right to appeal, 95.48

Unlawful growth, 95.45

YARD SALES (see NUISANCES)

ZONING CODE (See SUBDIVISION AND ZONING CODE)